

Matters Arising from previous meetings of the Performance, Governance and Audit Committee

Meeting Date	Minute No.	Item (Title of Report)	Action	Lead Officer	Response / Update
16-Jul-26		Matters Arising	Regarding the action relating to installation of a green roof in Burnham-on-Crouch, the Chairperson requested that the matter be referred to the Environmental and Sustainability Working Group, particularly the suggestion to explore options other than a green roof to attract wildlife, such as planting an area of buddleia plants within Riverside Park	Director of Neighbourhood Services and Communities	The Environmental and Sustainability Working Group will be asked to consider this matter and explore a range of options to enhance biodiversity and attract wildlife within Riverside Park, including but not limited to the planting of buddleia and other wildlife-friendly species. Any proposals arising from this work will be considered through the appropriate governance processes.
16-Jul-26		Matters Arising	Reference was made to the Members' dashboard, which provided details of Key Performance Indicators (KPIs) and the data underpinning them. In response to a request for additional information that would indicate whether an area was on track or moving towards excellence, the Chairperson requested that an item relating to this be brought back to the next meeting of the Committee.	Chief Executive / Head of Performance, Improvement and LGR	Changes have been made to the report layout which include a summary dashboard further to a meeting with Head of Performance, Improvement and LGR / Chief Executive
16-Jul-26		Matters Arising	Confirmation was sought as to whether the briefing note from the Director of Finance setting out the basis of the fee scale, charges and the method by which additional charges were applied had been circulated. In response, the Director advised that he understood it had been circulated but would ensure the briefing note was recirculated to Members.	Director of Finance	Confirmed that briefing note was sent to Members on 30 June 2026. Briefing note was recirculated to Members (via email) on 17 July 2026.

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16-Jul-26		Internal Audit Reports - IT Governance Final Report (April 2026)	The Chief Executive advised that Officers were progressing a procurement process for a new IT system within the Council Chamber which included microphones and that further information would be provided to Members when available.	Chief Executive / Director of Strategy and Improvement	Options have been presented to the Senior Leadership Team with accompanying demonstrations of the equipment being used by other Councils. The preferred option, based on functionality, cost, and improvements, has been shared with the Leader and Chairman of the Council and a briefing scheduled with the Process Improvement Champions Working Group (Councillors N D Spenceley and M E Thompson) on 3 September 2026. Replacement commenced over the summer period, including improvements made to the décor, and full completion is due week commencing 5 October 2026.
16-Jul-26		Internal Audit Reports - IT Governance Final Report (April 2026)	It was queried why the Council had stopped using Member nameplates. In response, the Chairperson requested that these be reinstated and made available at each meeting for Members to collect upon entering the chamber.	Committee Services / Facilities Team	Actioned

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16-Jul-26		Internal Audit Reports - Accounts Payable Final Report (June 2026)	In response to a question, the Director of Finance advised that target implementation date for the recommendation was 31 October 2026. He agreed to provide feedback to Members on progress made against the recommendation and would take forward Members' comments regarding the need to undertake regular checks to identify duplicate accounts and ensure that no payments were being in error.	Director of Finance	Work to review the supplier master file and identify records that are inactive, duplicate or obsolete is ongoing. The target date for full completion remains 31 October 2026 due to the volume of data to work through. Supplier details on each weekly payment run continue to be verified and checked to ensure the correct accounts are being used for payments.